
Welcome to...

**Contracts/Purchase
Order Processing**

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, you should be able to use SAP to:
 - Award Contracts
 - Issue Tasks



Benefits of Contracts/Purchase Order Processing



- SAP provides an automated means to:
 - Award contracts
 - Issue tasks

Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background	00:20
3. Topic 1: Award Contract	04:00
4. Topic 2: Issue Tasks	03:20
5. End of Course Review/Feedback	00:10
Total Course Time	08:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Activities
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the End-user Evaluation Form



On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Collective Number** – This is the solicitation number. The format for the solicitation number is a two digit FY-three digit Pgroup-three digit sequence number (I.e. 02-MBD-001).
- **Contract** – In SAP, this is the term used for ID/IQs, BOAs, and BPAs. It is also the title of the actual transaction window where ID/IQs, BOAs, and BPAs are created.
- **Expected Value** – Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent to the Valuation Price for supplies.
- **Item Category** – Identified indicating the characteristics of an item as either a Supply (Z) or Service (D).



Background Knowledge



- Key definitions (continued):

- **Messages** – Tool within SAP for printing, faxing, and emailing.
- **Our Reference** – An SAP field that is used to record the DPAS rating.
- **Outline Agreement** – In SAP, this is the transaction window where ID/IQs, BOAs, and BPAs are prepared.
- **Overall Limit** – Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed. The Overall Limit value is equal to the Expected Value for the line item.



Background Knowledge



■ Key terms & definitions (continued):

- **Purchase Order** – In SAP, this term refers to any award document that obligates funds, including: Commercial Purchase Orders, Noncommercial Purchase Orders, A-E Orders, Midrange Contracts, NDPR, NSMS Orders, Contracts, Grants, Cooperative Agreements, Task Order/Delivery Orders for NASA Contracts, Task Order/Delivery Orders for other agency contracts, Space Act Agreements, and SBIR/STTRs. It is also the name of the transaction window where these documents are created.
- **RFQ** – In SAP, this term refers to any type of solicitation including: Invitation for Bids (IFB), Cooperative Agreement Notice (CAN), NASA Research Announcement (NRA), Commercial Item Solicitation, Announcement of Opportunity (AO), Request for Offer (RFO), Request for Proposal (RFP), and Construction Non-Midrange Solicitation.
- **Sales person** – The person who signed the Offer for the Vendor.



Background Knowledge



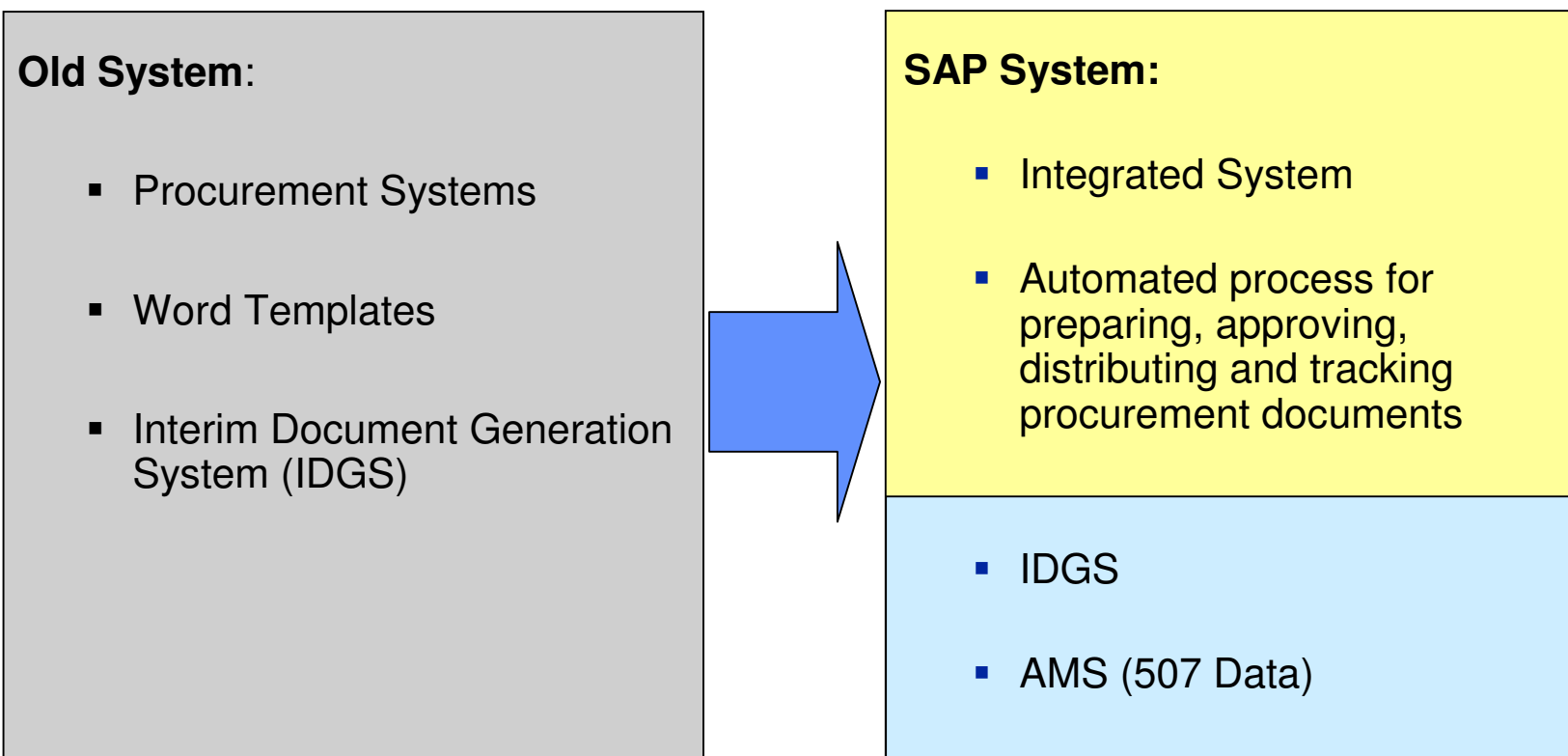
■ Key terms & definitions (continued):

- **Total Estimated Requisition Amount** – Total value of the Purchase Requisition to include all Options.
- **Unplanned Services** - Services that cannot be specified in detail because their precise nature and scope are not initially known, or services which – for various reasons – you do not wish to plan.
- **Valuation Price** – Price per unit that is committed on the Purchase Request for supplies. It is the equivalent to the Expected Value for Services.
- **Your Reference** – An SAP field used to identify a TO/DO issued against another agency contract (I.e. GSA contract). Enter the other agency contract number in this field. It is also used to record the contract number when issuing TO/DOs against NASA ID/IQs, BOAs, and BPAs that were created using the Purchase Order transaction window (ME21N).

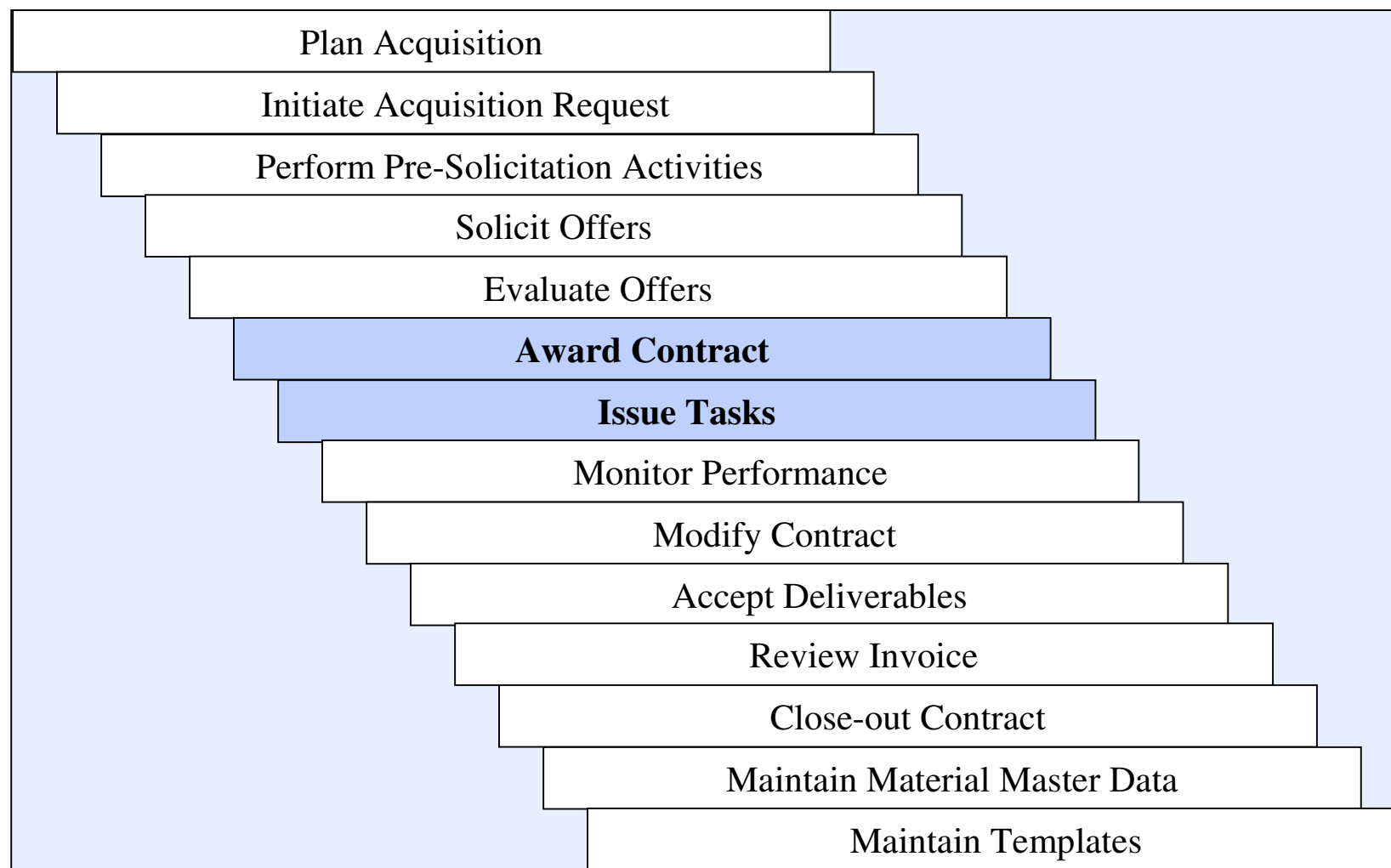
Background Knowledge



Differences between SAP and the previous system



Process Purchases Overview



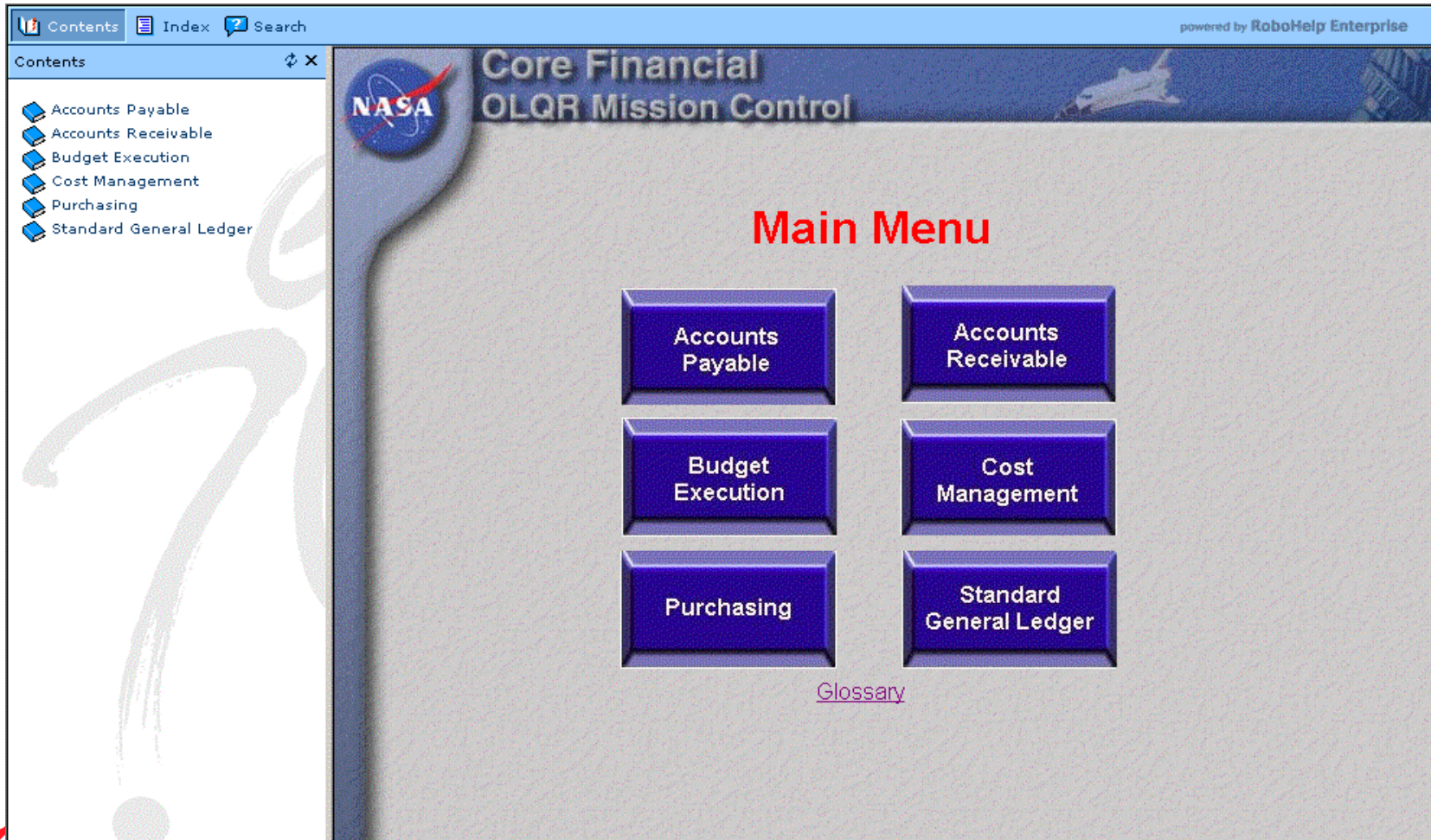
Topic 1

Award Contract

Topic 1: Process Flow



- Perform Award Contract Activities Process Flows from the OLQR



Topic 1: Overview



Topic 1: Objectives



- Upon completion of Award Contract, you should be able to accomplish the following:
 - Understand Award Contract Process Flow
 - Prepare, Complete, and Process Contractual Documents
 - Distribute Contractual Documents
 - Cancel Contractual Documents



Demonstrations and Exercises Introduction



Prepare, Complete, and Process Contractual Documents

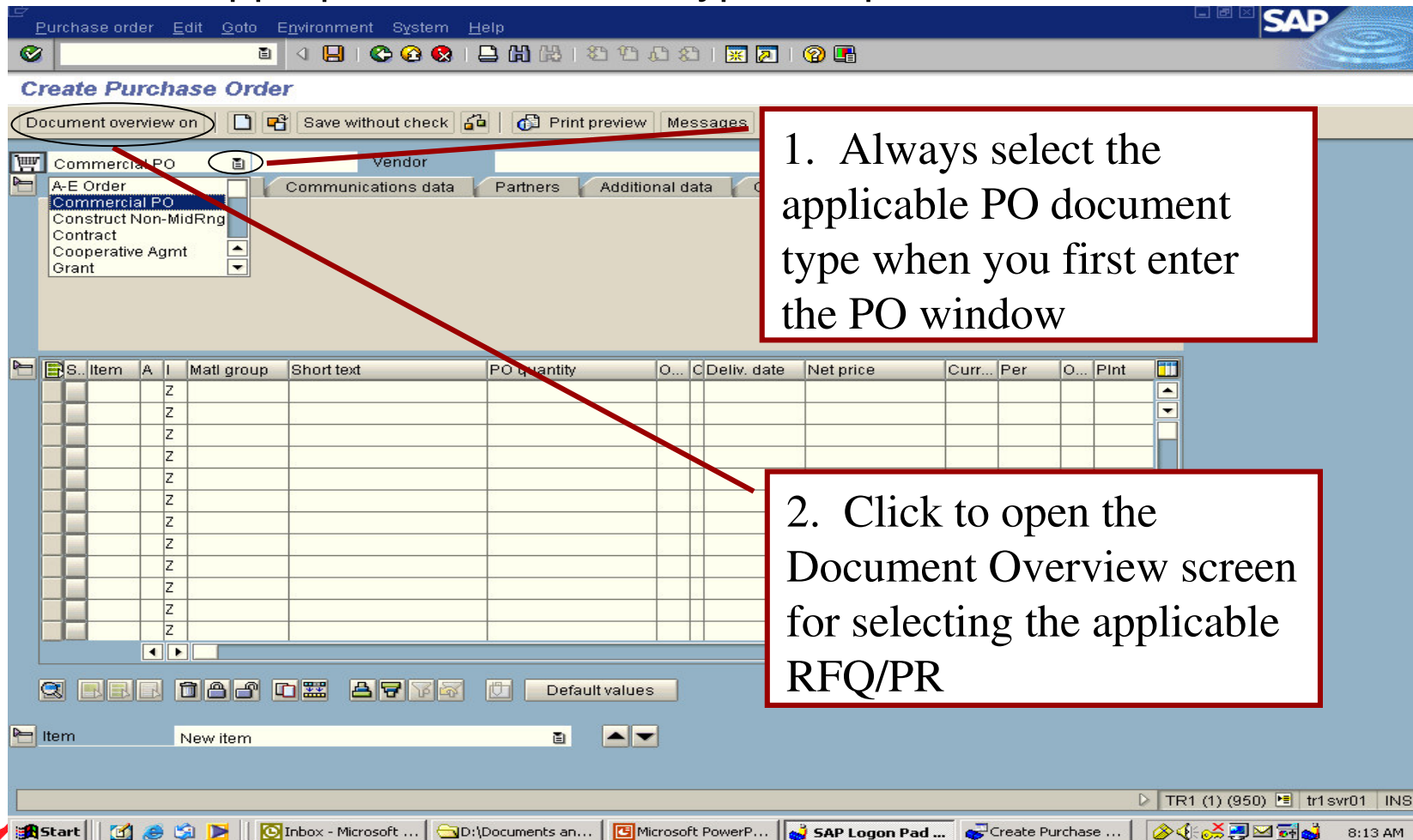


KEY POINTS:

- Select the appropriate contractual document type
- Select the appropriate input document (RFQ/PR)
- Complete the required inputs for the contractual document
- Save the completed contractual document
- Attach required documents

Screenshot

Select the Appropriate Document Type & Input Document

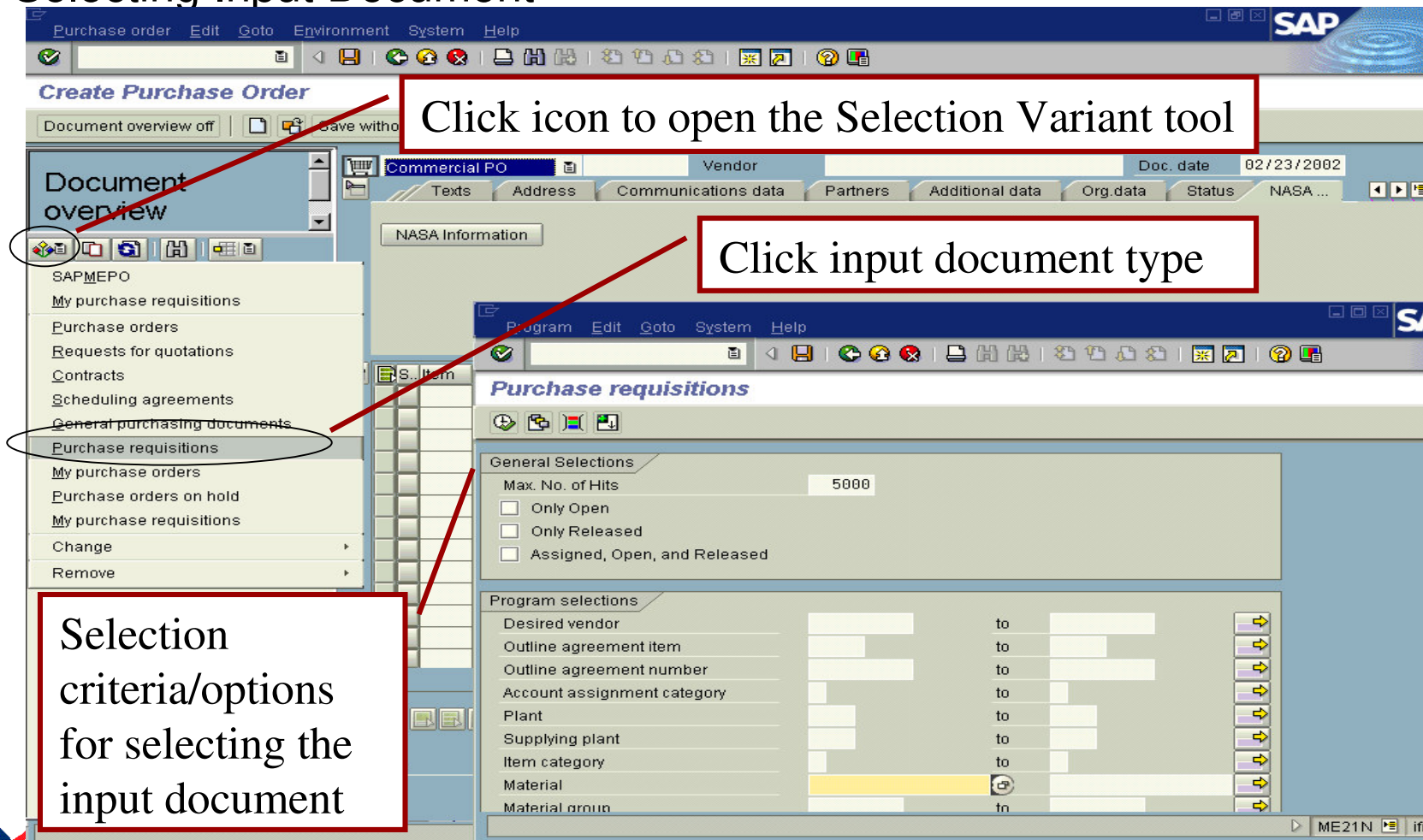


1. Always select the applicable PO document type when you first enter the PO window

2. Click to open the Document Overview screen for selecting the applicable RFQ/PR

Screenshot

Selecting Input Document



The screenshot shows the SAP 'Purchase requisitions' selection tool. The interface includes a menu on the left, a top toolbar, and a main selection area. Annotations with red boxes and arrows highlight key features:

- Click icon to open the Selection Variant tool:** Points to a small icon in the top toolbar.
- Click input document type:** Points to the 'Purchase requisitions' option in the left-hand menu.
- Selection criteria/options for selecting the input document:** Points to the 'General Selections' and 'Program selections' sections in the main area.

The 'General Selections' section includes:

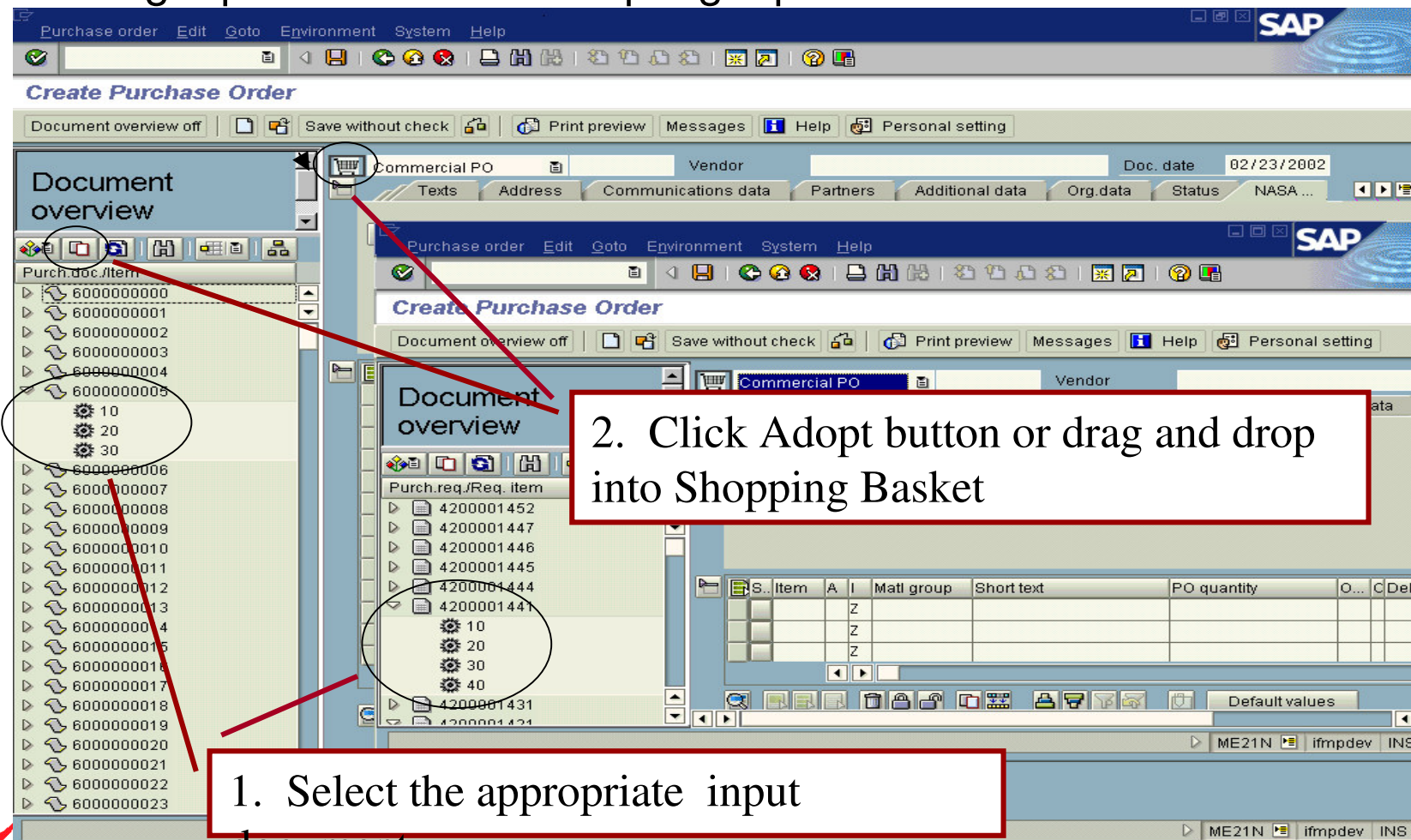
- Max. No. of Hits: 5000
- ☐ Only Open
- ☐ Only Released
- ☐ Assigned, Open, and Released

The 'Program selections' section includes a list of criteria with selection arrows:

Criteria	Selection
Desired vendor	to
Outline agreement item	to
Outline agreement number	to
Account assignment category	to
Plant	to
Supplying plant	to
Item category	to
Material	to
Material group	to

Screenshot

Selecting Input Document: Adopting Input Document



The screenshot displays the SAP 'Create Purchase Order' window. The 'Document overview' pane on the left lists various input documents. A red circle highlights the 'Adopt' button (a shopping basket icon) in the toolbar. Another red circle highlights a specific input document in the list. A red arrow points from the 'Adopt' button to the selected document. A text box with the number '2' indicates the next step: 'Click Adopt button or drag and drop into Shopping Basket'. A second text box with the number '1' indicates the first step: 'Select the appropriate input document'.

Document overview

Purch.doc./Item

6000000000
6000000001
6000000002
6000000003
6000000004
6000000005
10
20
30
6000000006
6000000007
6000000008
6000000009
6000000010
6000000011
6000000012
6000000013
6000000014
6000000015
6000000016
6000000017
6000000018
6000000019
6000000020
6000000021
6000000022
6000000023

Commercial PO Vendor Doc. date 02/23/2002

Purchase order Edit Goto Environment System Help

Document overview off Save without check Print preview Messages Help Personal setting

2. Click Adopt button or drag and drop into Shopping Basket

1. Select the appropriate input document

Screenshot

Complete Required Data Inputs

Purchase order Edit Goto Environment System Help

Create Purchase Order

Document overview on Print preview Messages Help Personal setting

Construct Non-MidRng **NAS8-62001** Vendor 100245 TELEDYNE BROWN ENGIN... Doc. date 02/25/2002

Texts Address Communications data Partners Additional data Org. data

NASA Information

S...	Item	A	I	Matl group	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Pint
10	P	D		Research&...	Advance Launch Pad De...		1	JOB	D 03/30/2006	12,000,000.00	USD	1	JOB	Marsha
20	P	Z		Constr&Bld...	X12-4 Steele Beams	12,000	LF	D	03/30/2003	37.50	USD	1	LF	Marsha
30	K	Z		Metalworkin...	7540 Drill Press	3	EA	D	03/30/2003	54,000.00	USD	1	EA	Marsha

Default values

Item [30] 7540 Drill Press

Conditions Account assignment Texts Delivery address Confirmations Condition control NASA Data

Total Value 162,000.00 Option Unexercised ☐

Created on Date 02/25/2002

TR1 (1) (950) tr1 svr01 INS

Enter Contract Number

Screenshot



Completing Required Data Inputs: NASA Information

The screenshot shows the SAP 'Create Purchase Order' screen. The 'NASA Information' tab is selected. The following fields are annotated with numbered callouts:

- 1. Enter and complete required fields (points to the 'NASA Information' tab)
- 2. Enter Data if AF/FF/ IF Type Contracts (points to the 'Contract Type' field)
- 3. Enter Funded through date (points to the 'Funded Thru Date' field)
- 4. Enter "0" if basic award (points to the 'Mod. Number' field)
- 5. Enter PPC (points to the 'PPC' field)
- 6. Enter Contract Type (points to the 'Contract Type' field)
- 7. Check if 533 Contract (points to the '533 Indicator' checkbox)

Field	Value
Oblig. Est. Cost	10,612,000.00
Oblig. Base/Fixed Fee	
Oblig. Incentive Fee	
Oblig. Award Fee	1,000,000.00
Total Oblig. Amount	11,612,000.00
Funded Thru Date	09/30/2003
Mod. Number	0000
PPC	AY
Physical Comp. Date	
Admin. Comp. Date	
Estimated Cost	47,612,000.00
Base/Fixed Fee	
Incentive Fee	
Award Fee	5,000,000.00
Current K Value	52,612,000.00
Potential K Value	52,612,000.00
Contract Type	AF
533 Indicator	<input checked="" type="checkbox"/>
Sent to Closeout Date	
Destroy Date	



Screenshot

Attach Required Documents

1. Create attachment menu

2. Create attachment

3. Select external document

Purchase order Edit Goto Environment System Help

Construct Non-MidRng NAS8-62001 Created by T

Create attachment menu:

- Create attachment
- Create note
- Create external document (URL)
- Store business document
- Enter barcode

File selection dialog:

Look in: Templates

Files:

- Contract - Training Scenarios Master.xls
- CPAFSOW.rtf
- GFE.rtf
- GFP LISTING.rtf
- NRA SOW.rtf
- PO - Training Scenarios Master.xls
- PO Admin - Training Scenarios Master.xls
- PR - Training Scenarios Master.xls
- RFQ - Training Scenarios - Master.xls
- SERVCOST.rtf
- SOW.rtf

File name: SOW.rtf

Files of type: *.*

Open Cancel

Item [10] Advance Launch P

Conditions Account assignm

Total Value 52,000,000.00

Created on Date 02/25/2002

Net price Curr... Per O.

Net price	Curr...	Per	O.
12,000,000.00	USD	1	J0
37.50	USD	1	LF
54,000.00	USD	1	EA

Item [10] Advance Launch Pad Design & Constructio

Conditions Account assignment Texts Delivery address Confirmations Condition control NASA Data

Total Value 52,000,000.00 Option Unexercised

Distribute Contractual Documents



KEY POINTS:

- Printing award documents
- Emailing award documents
- Faxing award documents



Screenshot



Distributing Contractual Documents - Workflow Inbox

Workplace Edit Folder Environment Settings System Help

Business Workplace of Jane Maples

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Jane Maples

- Inbox
 - Unread documents 0
 - Documents 1
 - Workflow 32**
 - Overdue entries 0
 - Deadline messages 0
 - Incorrect entries 0
 - Outbox
 - Resubmissions
 - Private folders
 - Shared folders
 - Folders subscribed to
 - Trash
 - Shared trash
 - Object history

Workflow 32

Ex...	Title	Status	Creation date	Creation ...	Att...	En...
	RFQ 6000000408 is ready for review.		12/05/2001	10:28:21	5	
	RFQ 6000000407 is ready for review.		12/05/2001	10:24:20	5	
	RFQ 6000000406 is ready for review.		12/05/2001	10:23:47	5	
	RFQ 6000000405 is ready for review.		11/29/2001	17:16:19	5	
	RFQ 6000000404 is ready for review.		11/29/2001	17:03:11	5	
	Contract NAS8-32222 is ready for review		11/29/2001	15:01:31	5	
	Please release purchase requisition 4200001162		11/20/2001	14:45:13	5	
	Please release purchase requisition 4200001141		11/16/2001	15:05:22	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:40	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:24	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:07	5	
	Purchase order H-50000D is released		11/15/2001	10:37:08	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:19:49	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:18:39	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:18:04	5	

Tips & tricks: Group work items according to content...

Purchase requisition 4200001444 is released

Description
Requisition 4200001444 has been released by SAPD01100 USR01 on 02/21/2002.
Click on the link below to access this notification and

Objects and attachments
• [Purchase requisition: 4200001444](#)

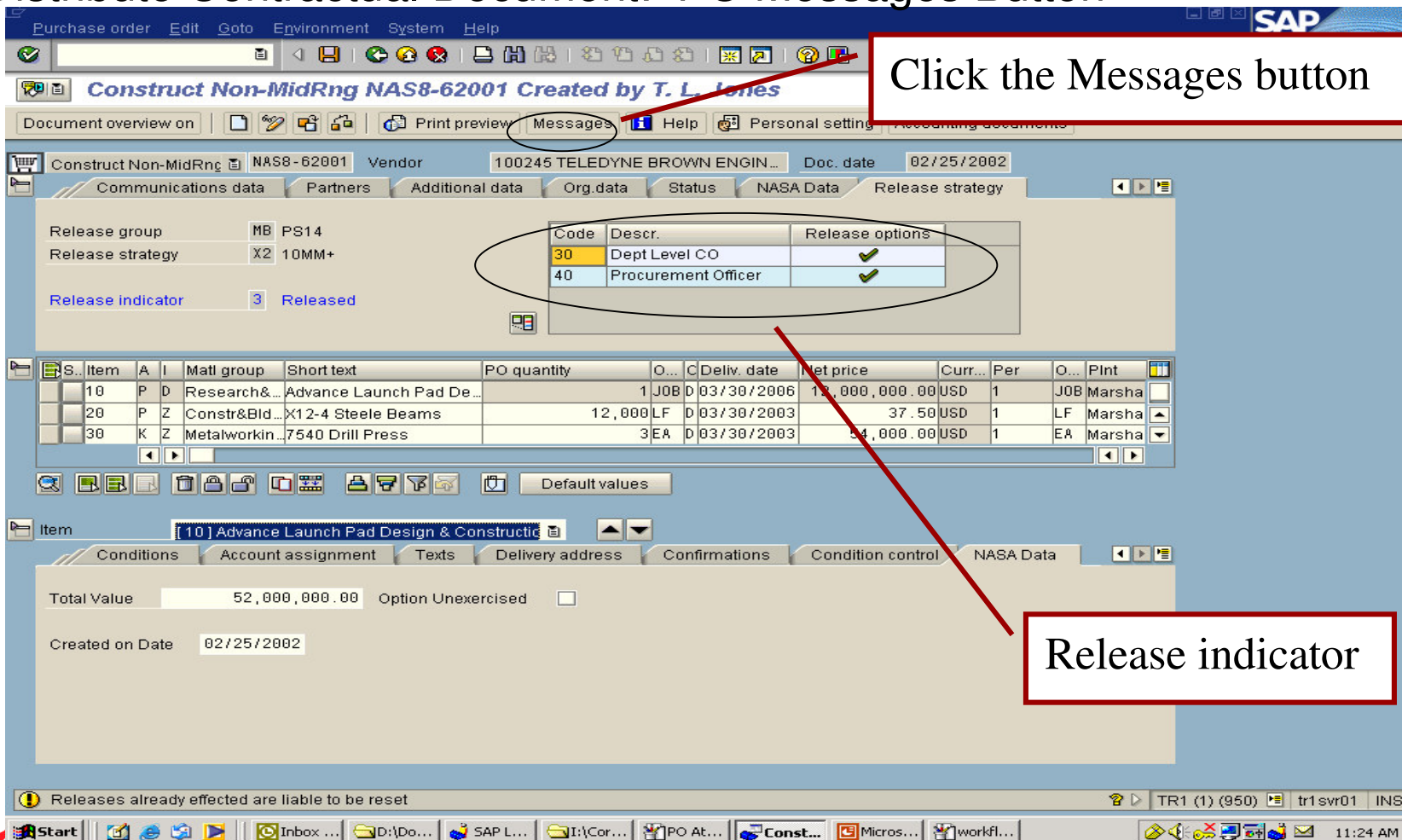
SBWP ifmpdev INS

Notification message
of document status
(e.g., ..is released)



Screenshot

Distribute Contractual Document: PO Messages Button



The screenshot shows the SAP PO Messages interface. A red box highlights the 'Messages' button in the top menu bar with the text 'Click the Messages button'. A red arrow points from this box to a 'Release indicator' box at the bottom right, which contains the text 'Release indicator'. The 'Release indicator' box is also highlighted with a red box. The interface displays a table of release options with the following data:

Code	Descr.	Release options
30	Dept Level CO	✓
40	Procurement Officer	✓

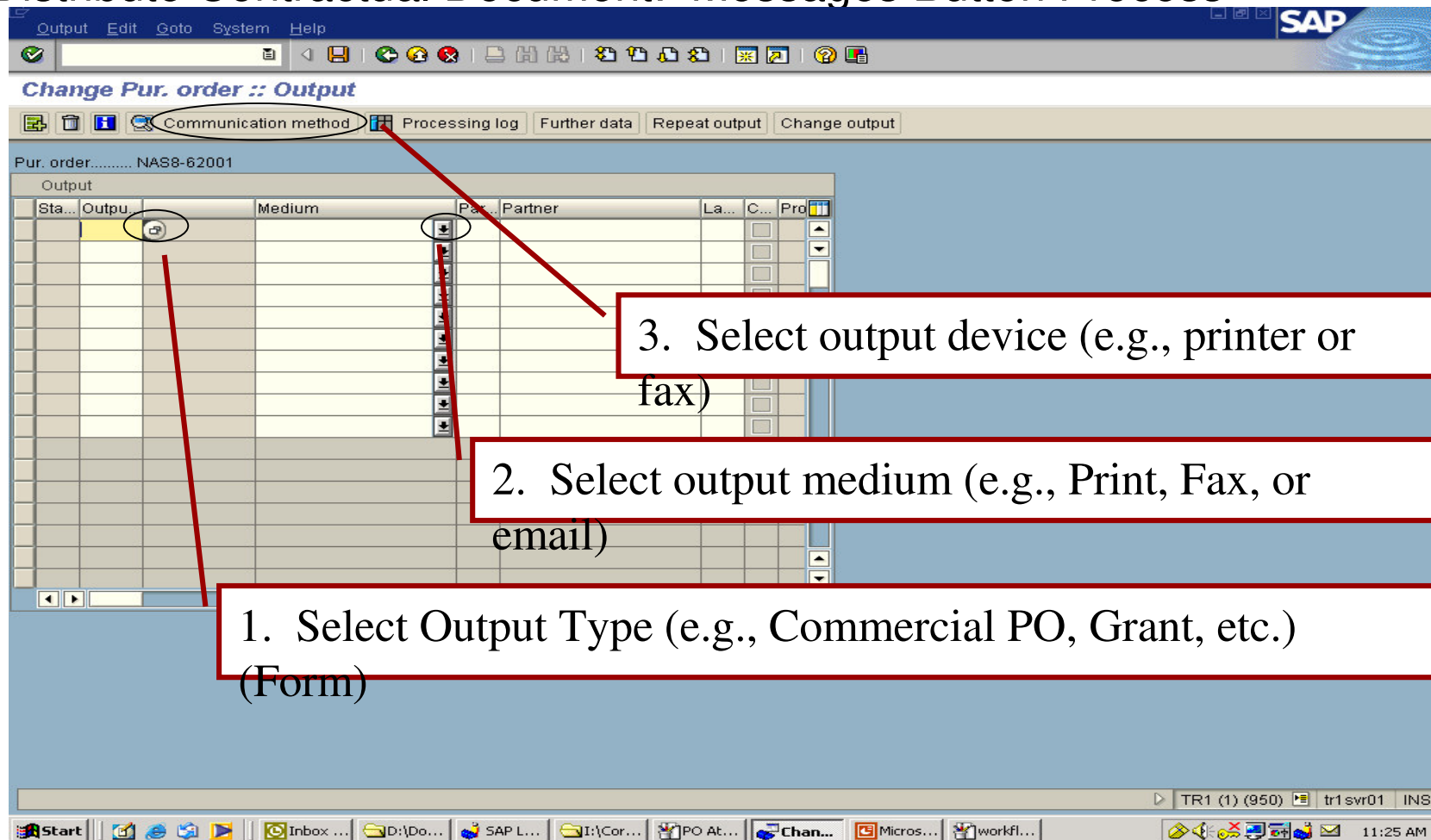
The table is titled 'Release indicator' and is located in the center of the screen. Below it, a table of items is displayed:

S...	Item	A	I	Matl group	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Plnt
	10	P	D	Research&...	Advance Launch Pad De...	1	JOB	D	03/30/2006	12,000,000.00	USD	1	JOB	Marsha
	20	P	Z	Constr&Bld...	X12-4 Steele Beams	12,000	LF	D	03/30/2003	37.50	USD	1	LF	Marsha
	30	K	Z	Metalworkin...	7540 Drill Press	3	EA	D	03/30/2003	54,000.00	USD	1	EA	Marsha

The 'Release indicator' box is located at the bottom right of the screen, containing the text 'Release indicator'.

Screenshot

Distribute Contractual Document: Messages Button Process



The screenshot shows the SAP 'Change Pur. order :: Output' dialog box. The 'Communication method' button is circled in red. Below the dialog box, three numbered callouts explain the process:

1. Select Output Type (e.g., Commercial PO, Grant, etc.) (Form)
2. Select output medium (e.g., Print, Fax, or email)
3. Select output device (e.g., printer or fax)

Screenshot



Distribute Contractual Documents: ME9F

A screenshot of the SAP Message Output window. The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is titled 'Message Output' and contains two sections: 'Purch. doc. data' and 'Message data'. The 'Purch. doc. data' section has fields for Document number, Vendor, Purchasing organization, Purchasing group (MBD), Document type, and Document date, each with a 'to' field and a selection arrow. The 'Message data' section has fields for Application (EV), Message type, Transmission time-spot, Processing status (0), Creation date, and Time created (00:00:00), with a 'to' field and a selection arrow. A red arrow points from the 'Message data' section to a text box on the right. The taskbar at the bottom shows various open applications including Start, Inbox - Micr..., Terry's Wor..., Microsoft P..., SAP Logon..., and Message O... The system clock shows 2:39 PM.

Message Output

Purch. doc. data

Document number		to		
Vendor		to		
Purchasing organization		to		
Purchasing group	MBD	to		
Document type		to		
Document date		to		

Message data

Application	EV	to		
Message type				
Transmission time-spot				
Processing status	0			
Creation date				
Time created	00:00:00			

Selection criteria/options for selecting the applicable PO for printing.

ME9K ifmpdev INS

Start Inbox - Micr... Terry's Wor... Microsoft P... SAP Logon... Message O... 2:39 PM



Cancel Contractual Documents

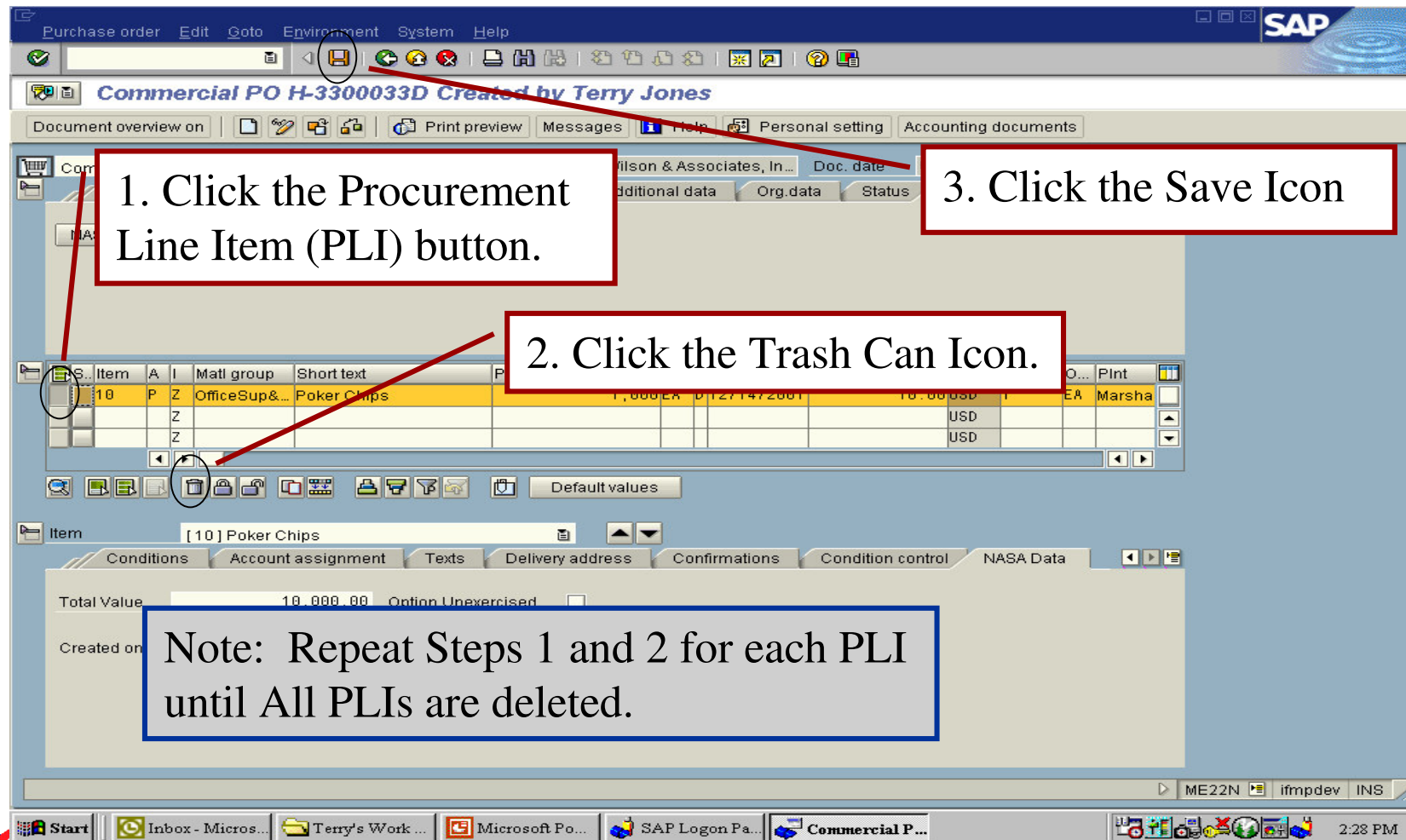


KEY POINT:

- How to cancel contractual documents

Screenshot

Cancel Contractual Document



The screenshot shows the SAP Commercial PO H-3300033D interface. The title bar indicates it was created by Terry Jones. The main window displays a table of Procurement Line Items (PLIs). The first PLI is highlighted in yellow. Three red boxes with arrows point to specific icons: the first box points to the 'Procurement Line Item (PLI) button' in the top toolbar; the second box points to the 'Trash Can Icon' in the bottom toolbar; the third box points to the 'Save Icon' in the top toolbar. A note box at the bottom states: 'Note: Repeat Steps 1 and 2 for each PLI until All PLIs are deleted.'

1. Click the Procurement Line Item (PLI) button.

2. Click the Trash Can Icon.

3. Click the Save Icon

Note: Repeat Steps 1 and 2 for each PLI until All PLIs are deleted.

Demonstrations and Exercises



- Prepare, Complete, and Process Contractual Documents
- Distribute Contractual Documents
- Cancel Contractual Documents

Topic 1 Debrief



- The Buyer/CO prepares, completes, and processes contractual documents.
- Within SAP, contractual documents are automatically routed for approval when completed and saved.
- The COs/Procurement Team Leads review contractual documents
- The Buyer distributes the contractual documents.
- The Buyer cancels contractual documents.

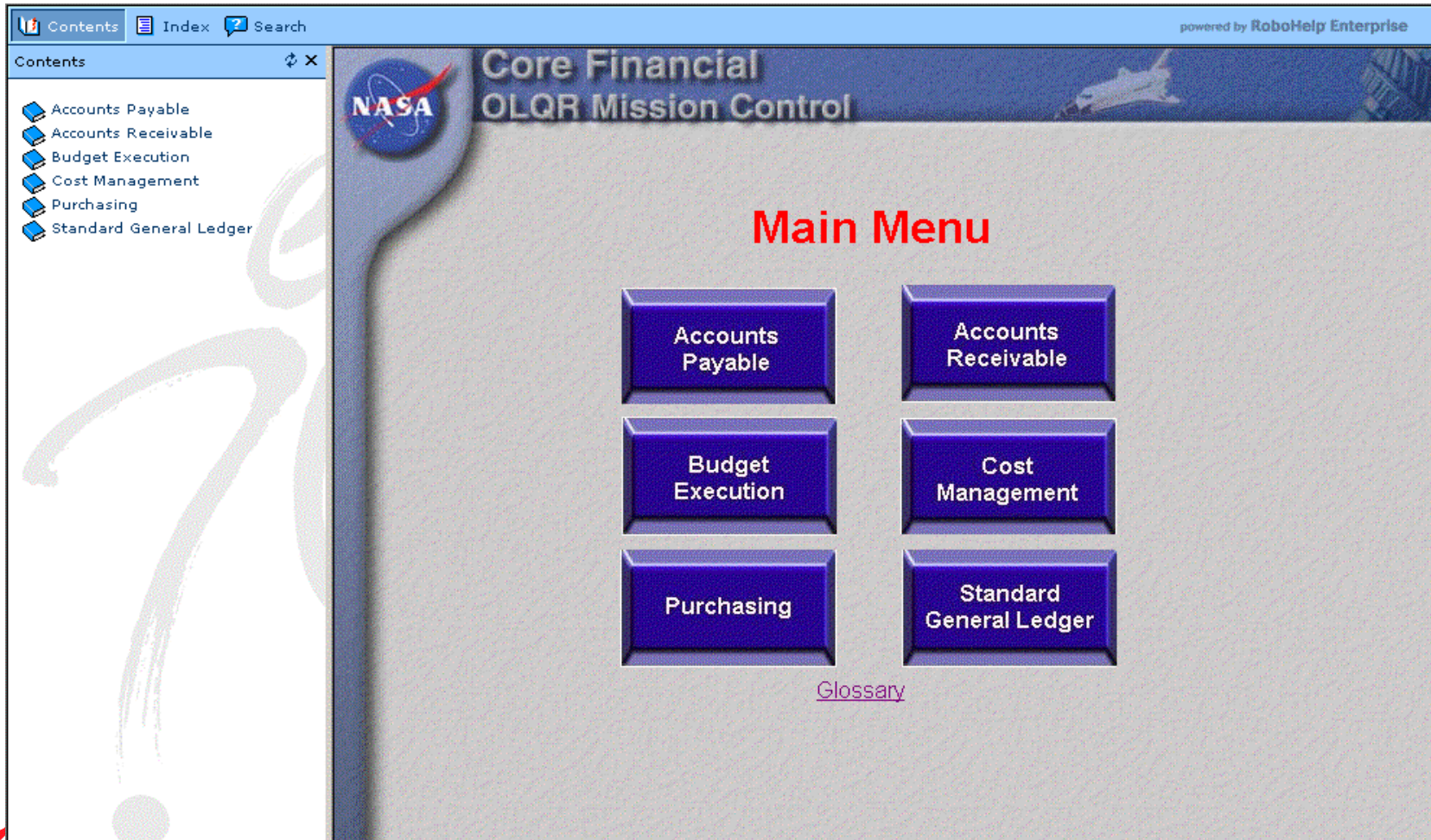


Topic 2

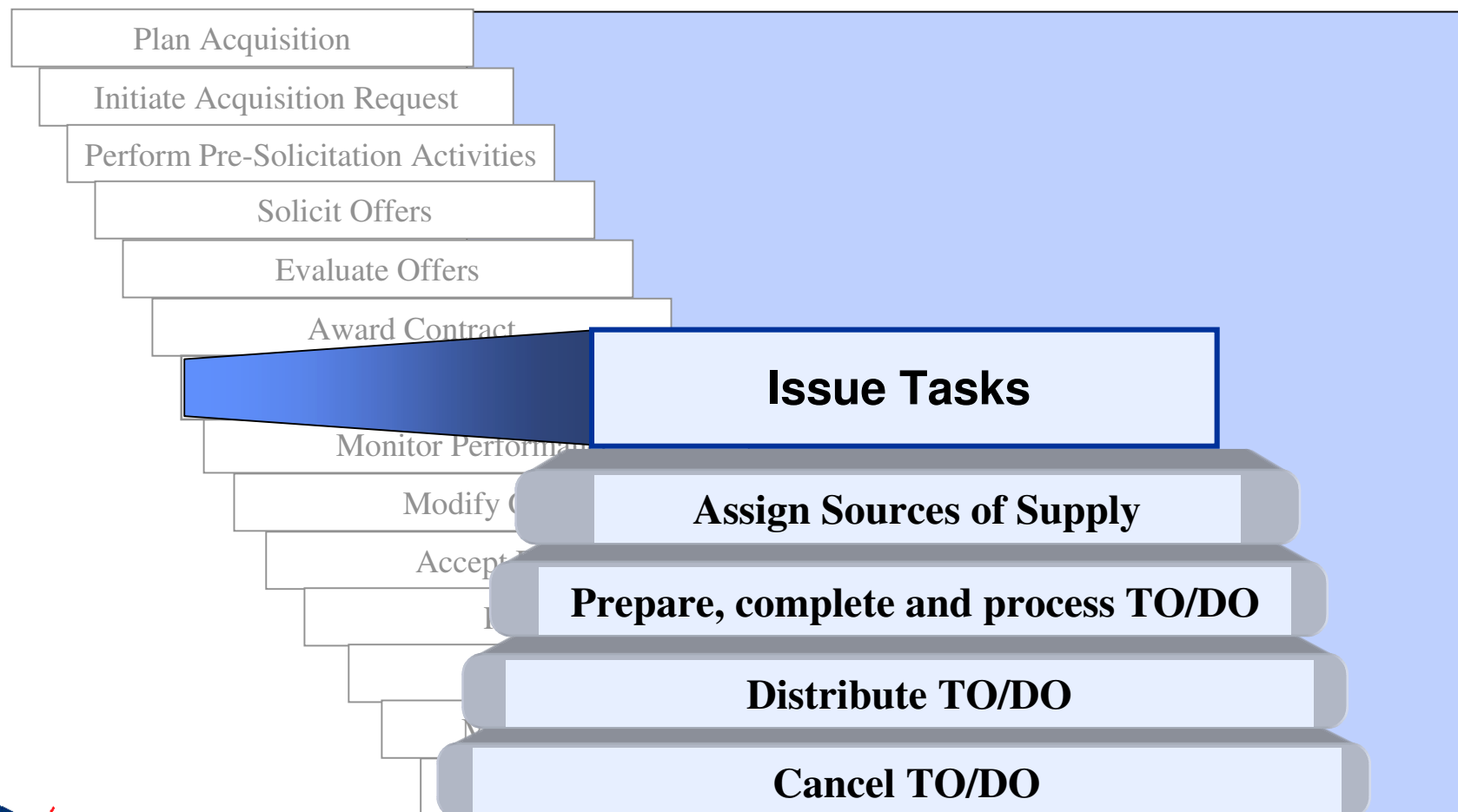
Issue Tasks

Topic 2: Process Flow

- Perform Issue Tasks Activities Process Flows from the OLQR



Topic 2: Overview



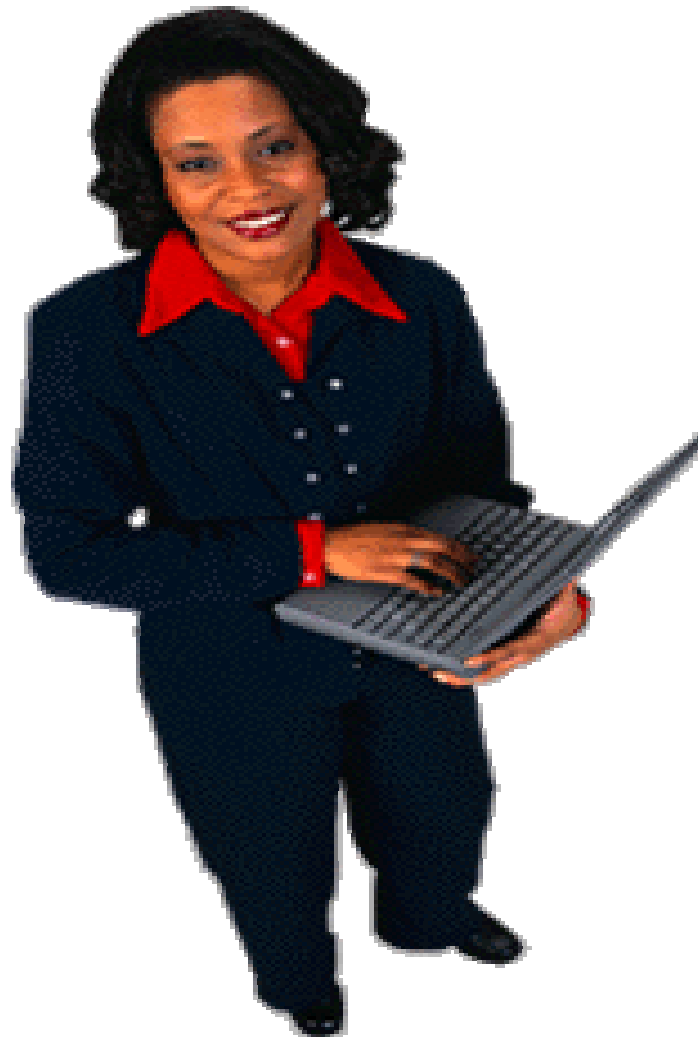
Topic 2: Objectives



- Upon completion of Issue Tasks, you should be able to accomplish the following:
 - Understand the Issue Tasks Process Flow
 - Assign Sources of Supply
 - Prepare, Complete, and Process TO/DOs
 - Distribute TO/DOs
 - Cancel TO/DOs



Demonstrations and Exercises Introduction



Assign Sources of Supply



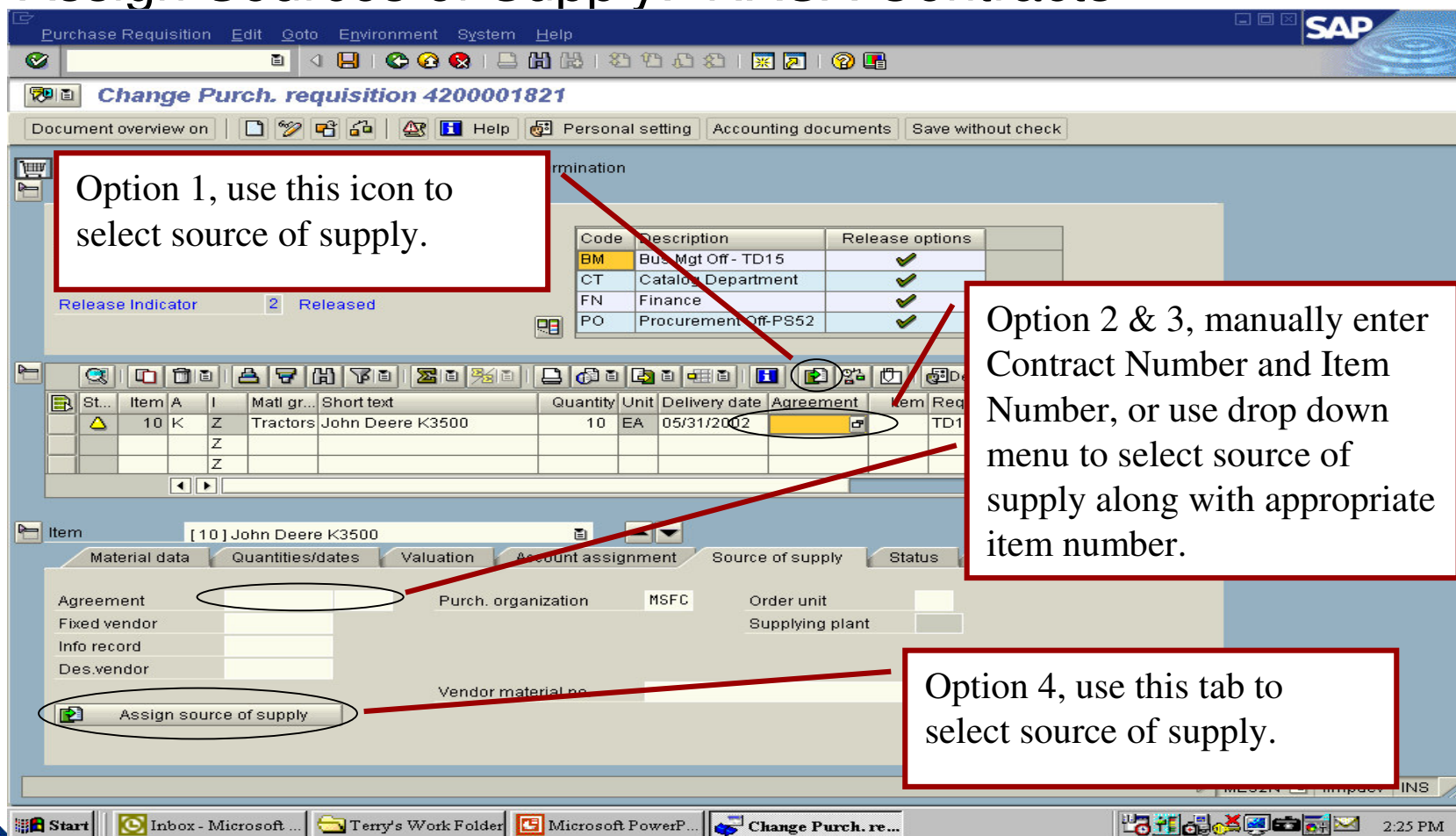
KEY POINT:

- Assigning Source of Supply for NASA Contracts
- Assigning Source of Supply for Other Agency Contracts



Assign Sources of Supply

Assign Sources of Supply: NASA Contracts



The screenshot shows the SAP 'Change Purch. requisition 4200001821' interface. The 'Release Indicator' is set to '2 Released'. A table lists release options: BM (Bus. Mgt Off - TD15), CT (Catalog Department), FN (Finance), and PO (Procurement Off-PS52), all with checkmarks in the 'Release options' column. Below this, a table lists items: Item 10 K Z Tractors John Deere K3500, with Quantity 10, Unit EA, and Delivery date 05/31/2002. The 'Agreement' column has a dropdown menu. The 'Source of supply' tab is selected, showing fields for Agreement, Fixed vendor, Info record, Des. vendor, Purch. organization (MSFC), Order unit, and Supplying plant. The 'Assign source of supply' button is highlighted. Red callout boxes provide instructions for each option.

Option 1, use this icon to select source of supply.

Option 2 & 3, manually enter Contract Number and Item Number, or use drop down menu to select source of supply along with appropriate item number.

Option 4, use this tab to select source of supply.

Assign Sources of Supply



Assign Sources of Supply: Other Agency Contracts

Commercial PO NAS8-20020 Created by Terry Jones

Document overview on | Print preview | Messages | Help | Personal setting | Accounting documents

Commercial PO NAS8-20020 Vendor 100008 Gary Enterprises, Inc. Doc. date 01/17/2002

Conditions | Texts | Address | Communications data | Partners | Additional data | Org. data | Status

Salesperson: [] Telephone: [] Language: EN

Your reference: [] Our reference: []

O...	C	Deliv. date	Net price	Curr...	Per	O...	Pint
0EA	D	05/31/2002	12,500.00	USD	1	EA	Marsha
				USD			
				USD			

Confirmations | Condition control | NASA Data

ME22N | ifmpdev | INS

Commercial PO N...

4:03 PM

Enter the Other Agency Contract number in the “Your Reference” field. Also, do the same for NASA ID/IQ, BOA, or BPA or hybrid Contract that were created under the Purchase Order window (ME21N).

Prepare, Complete, and Process TO/DO

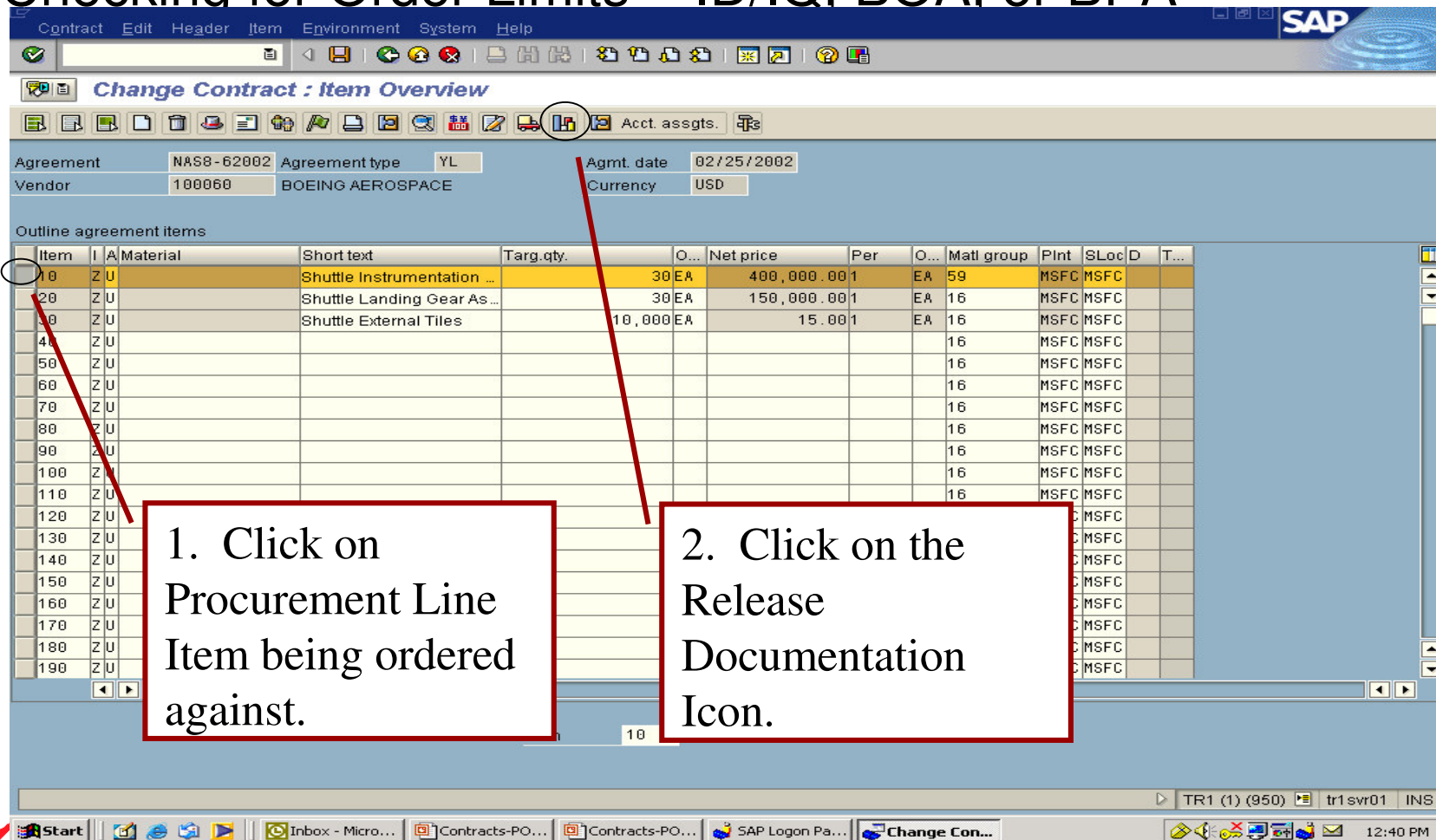


KEY POINT:

- Check for order limits if applicable

Screenshot

Checking for Order Limits - ID/IQ, BOA, or BPA



The screenshot shows the SAP 'Change Contract: Item Overview' window. The top menu bar includes 'Contract', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The toolbar contains various icons for document actions. The main area displays contract details: Agreement NAS8-62002, Agreement type YL, Vendor 100060 BOEING AEROSPACE, Agmt. date 02/25/2002, and Currency USD. Below this is a table of 'Outline agreement items' with columns for Item, I, A, Material, Short text, Targ. qty., O..., Net price, Per, O..., Matl group, Plnt, SLoc, D, and T... The first row (Item 10) is highlighted in yellow and circled with a red line. A red arrow points from a text box to this row. Another red arrow points from a second text box to the 'Release Documentation Icon' in the toolbar. The taskbar at the bottom shows the Start button and several open applications: 'Inbox - Micro...', 'Contracts-PO...', 'SAP Logon Pa...', and 'Change Con...'. The system clock shows 12:40 PM on 04/02/03.

Item	I	A	Material	Short text	Targ. qty.	O...	Net price	Per	O...	Matl group	Plnt	SLoc	D	T...
10	Z	U		Shuttle Instrumentation ...	30	EA	400,000.00	1	EA	59	MSFC	MSFC		
20	Z	U		Shuttle Landing Gear As...	30	EA	150,000.00	1	EA	16	MSFC	MSFC		
30	Z	U		Shuttle External Tiles	10,000	EA	15.00	1	EA	16	MSFC	MSFC		
40	Z	U								16	MSFC	MSFC		
50	Z	U								16	MSFC	MSFC		
60	Z	U								16	MSFC	MSFC		
70	Z	U								16	MSFC	MSFC		
80	Z	U								16	MSFC	MSFC		
90	Z	U								16	MSFC	MSFC		
100	Z	U								16	MSFC	MSFC		
110	Z	U								16	MSFC	MSFC		
120	Z	U								16	MSFC	MSFC		
130	Z	U								16	MSFC	MSFC		
140	Z	U								16	MSFC	MSFC		
150	Z	U								16	MSFC	MSFC		
160	Z	U								16	MSFC	MSFC		
170	Z	U								16	MSFC	MSFC		
180	Z	U								16	MSFC	MSFC		
190	Z	U								16	MSFC	MSFC		

1. Click on Procurement Line Item being ordered against.

2. Click on the Release Documentation Icon.

Screenshot



Checking for Order Limits - ID/IQ, BOA, or BPA

Release Order Docu. for Contract NAS8-62002 Item 00010

PO	Item	Order date	Order qty.	Un	PO value	Curr.
H62002D	00010	02/25/2002	4	EA	1,600,000.00	USD
H62003D	00010	02/25/2002	4	EA	1,600,000.00	USD
H62004D	00010	02/25/2002	3	EA	1,200,000.00	USD
H62005D	00010	02/25/2002	5	EA	2,000,000.00	USD
H62006D	00010	02/25/2002	1	EA	400,000.00	USD
Qty. released to date			17	EA	6,800,000.00	USD
Tgt. qty.			30	EA		
Open target qty.			13	EA		

Item 10

PO	Item	Order date	Order qty.	Un	PO value	Curr.
H62002D	00020	02/25/2002	4	EA	600,000.00	USD
H62004D	00020	02/25/2002	6	EA	900,000.00	USD
H62005D	00020	02/25/2002	9	EA	1,350,000.00	USD
H62006D	00020	02/25/2002	2	EA	300,000.00	USD
Qty. released to date			21	EA	3,150,000.00	USD
Tgt. qty.			30	EA		
Open target qty.			9	EA		

Item 20

PO	Item	Order date	Order qty.	Un	PO value	Curr.
H62003D	00030	02/25/2002	1,000	EA	15,000.00	USD
H62004D	00030	02/25/2002	1,000	EA	15,000.00	USD
H62005D	00030	02/25/2002	2,000	EA	30,000.00	USD
H62006D	00030	02/25/2002	2,000	EA	30,000.00	USD
Qty. released to date			6,000	EA	90,000.00	USD
Tgt. qty.			10,000	EA		
Open target qty.			4,000	EA		

Item 30



ZMM_PUR_AWARD Report Screenshot



Checking for Orders Issued Against Other Agency K, etc.

The screenshot shows the SAP Purchasing Award Document Detail Analysis screen. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main window displays a table with the following data:

Purch.doc.	P6r	VPer.start	V.per. end	Your refer.	Name 1	Obli. Amt
H-99986D	M11	07/21/2001	09/30/2003	NAS8-01001	TRW	10,000.00
*						10,000.00

Below the table, it states: Total Number of Documents: 1,252

The bottom status bar shows: Filter set, ZMM_PUR_AWARD, ifmpdev, INS.

Demonstrations and Exercises



- Assign Source of Supply
- Prepare, Complete, and Process TO/DO
- Distribute Contractual Document
- Cancel Contractual Document



Topic 2 Debrief



- The Buyer/CO and Procurement Team Lead should now understand the Issue Tasks Process Flow
- The Buyer/CO assigns the sources of supply if not assigned by the requisitioner
- The Buyer/CO prepares, completes, and processes TO/DOs
- Within SAP, contractual documents are automatically routed for approval when completed and saved
- Upon approval, the Buyer distributes TO/DOs in SAP
- Upon notification, the Buyer cancels TO/DOs in SAP



End of Course Review

Review Objectives & Expectations



Everyone here should now be able to:

- ✓ Award Contracts
- ✓ Issue Tasks

Available Resources



-
- SAP Practice Training Instance
 - OLQR
 - Super-users within each department
 - Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

